

Together, for several years now, we have been striving to make our Public Works Department the best it can be.  
And, together, we have made much progress towards this goal.

## Public Works Diversity Action Plan Accomplishments

### Fleet Services

**JANUARY - DECEMBER 2006**

**Mission:** To make Tempe the best place to live, work, and play.

**Values:** **People...****Integrity...****Respect...****Openness...****Creativity...****Quality...****Diversity**

Goals	Action Items (where appropriate, include dates, numbers & with whom)
<b>1. Establish Positive and Open Relationships</b>	<b>Fleet Services</b>
Consistent and on-time PDPs	Fleet Director/admin staff, Fleet supervisors/Equipment techs (initial PDPs in March, follow up in Aug/Sept) (100% completed)
Establish Communication/Trust	Open communication strongly encouraged between techs, supervisors, Fleet Director Continued open door policy at all levels Fleet staff at all levels seek and encourage face to face interaction daily. Ad hoc committees in place for trust/communication issues (Fleet techs, supervisors, parts specs, admin)
Maintain high standard of personal and professional behavior	Consistent standards in place for all Fleet personnel, from Equipment Service Workers to Fleet Director We continue to train and we hold each other accountable
<b>Goals</b>	<b>Action Items (where appropriate, include dates, numbers &amp; with whom)</b>
<b>2. Promote Cross-training &amp; Mentoring</b>	
Establish Formal mentoring program to be completed by ESW IIs	Equipment Service Workers participated in temporary detail mentoring program to prepare for Fleet Mechanic (4 ESW IIs participated)
Promote informal, ongoing, mentoring policy	Less experienced techs are routinely paired with more experienced staff. (Mechanics, ESWIIs)
Conduct training	Technician training encouraged and provided through on line training and on site instruction by OEM trainers Technician training is included in Fleet designed contracts for all heavy equipment. (Fleet techs)
Participate in Supervisor workshops	Training opportunities and programs are discussed and agenda'd at monthly Fleet supervisor's meetings

Goals	Action Items (where appropriate, include dates, numbers & with whom)
<b>3. Maintain Awareness of Appropriate and Legal Conduct</b>	
Establish Standards	Fleet maintains a high standard of professional behavior at all levels in the organization
Establish Training	Fleet supervisors and leads are diversity trained
Establish Process	Fleet hires and promotes solely on the basis of ability, attitude, and qualifications.
	Fleet recruits diverse panels for hiring and promotion
Goals	Action Items (where appropriate, include dates, numbers & with whom)
<b>4. Continue to promote the mission of Recruitment Outreach Committee (ROC)</b>	
Participate in committee	Fleet is represented by a motivated and energetic employee on the ROC committee - (Fleet Administrative Assistant)
Goals	Action Items (where appropriate, include dates, numbers & with whom)
<b>5. Be Inclusive</b>	
Conduct 360 meetings and communication	Fleet holds regular (weekly) shift meetings (Shift supervisors, leads, techs and parts specialists)
	Fleet holds monthly 360 meetings of the entire work group to enhance communication and trust and to promote teambuilding in the division. (Full Fleet participation, Glenn Kephart, Jennifer Adams)
	Fleet uses the committee process to decide important issues (All Fleet personnel)
	Regular feedback is encouraged and solicited through email, regular meetings, and person to person contact
	Fleet personnel are involved in ROC, TLC, SEIU, TSC, PW101, and the City safety committee